



LEGION SPORTS COMPLEX APPLICATION FOR USE

Applicant's/Organization's Name _____

Address _____

Phone _____ **Fax** _____ **Email** _____

Event _____

Area of Stadium / Parking Lot Requested _____

Date(s) of Event _____

Hours of Event _____

Number of Events / Games _____

Concession Request (*Circle one.*) yes no

Alcohol Sales Request (*Circle one.*) yes no

Proposed Admission Charge _____

Insurance Arrangements _____

Special Services / Practice Requests _____

**LONG-TERM CONTRACT APPLICANTS MUST ALSO COMPLETE THE
FOLLOWING SECTION.**

PROVIDE AN ORGANIZATIONAL HISTORY

How long has the organization been in existence? _____

Has the organization operated under any other names? (Please list.) _____

Has the organization operated in any other markets? (Please list.) _____

PRESENT A DEMONSTRATED ABILITY TO PROPERLY MANAGE EVENT

What is the source for event staff (gate people, ushers, box office personnel, parking attendants and clean-up crew)? Will this consist of paid staff or volunteers? _____

Does the organization employ a general or event manager that will be on-site for each event? _____

Please provide a list of events the organization has managed during the past three years. __

WHAT IS THE POTENTIAL DAMAGE TO FACILITY

What is the nature of the event? (Circle one.) Athletic (Be sport specific.) _____

Concert/Performance (List type.) _____ Trade Show/Exhibition

Assembly _____ Other _____

How many events/games will take place during the contract period? _____

Is the user requesting alcohol concessions? _____

DESCRIBE THE FINANCIAL CONDITION OF THE ORGANIZATION

Please attach an organizational balance sheet/cash flow statement and three business references.

We reserve the right to request financial statements and references.

Please submit request **a minimum of 30 days prior to the event date**
by fax to 910-341-7854 or mail to
City of Wilmington, Parks, Recreation and Downtown Services Department
Attn: Amy Beatty
302 Willard Street, Wilmington, NC 28401

